Senior Leadership Team – minutes

9 September 2019

Details of attendees are provided at the end of the minutes.

In the absence of Paul Arnold, James Moss chaired the meeting.

1. Introductions and apologies

Apologies for absence were received from Paul Arnold, Emma Bate, Suzanne Gordon and Amanda Williams.

2. Matters arising from the previous meeting

Minutes

The minutes of the meeting held on 12 August were approved as an accurate record.

Notes of the inquorate meeting on 27 August

James Moss explained that the meeting scheduled for 27 August had been inquorate. Those SLT members present had agreed to discuss the papers presented for consider and bring any decisions to this meeting for ratification. As such, SLT discussed the decisions taken at the 27 August meeting and ratified the decisions. These decisions were:

- Supporting proposals to building a tech-savvy workforce, subject to further discussion by SLT of the financial investment required to deliver this.
- Supporting proposals for leadership development in the ICO.

Actions and decisions

The outstanding actions from previous meetings were noted.

3. Updates from Executive Team meetings

James Dipple-Johnstone provided an update on the issues which had been discussed at Executive Team meetings over the last month.

4. Transformation programmes and regulatory priorities

Louise Byers presented a report which provided an update on progress with the governance transformation programme. She highlighted progress made in developing the scheme of delegation and thanked all colleagues who had been involved in this work to date.

Issue

SLT discussed the work which had been done in relation to UKRN and agreed that this should be very beneficial for the ICO.

Decision

SLT should reflect on the benefits of being part of UKRN after six months.

Actions

Louise Byers to provide SLT with a report reflecting on the benefits of joining UKRN. *Due date: 9/3/20*

Issue

Jonathan Bamford presented a report which provided an update on progress with the children's privacy regulatory priority. SLT particularly discussed the age appropriate design code.

Issue

Jonathan Bamford provided an update on the vulnerable groups TCG. He explained that, as he also sponsored the health TCG, it would be helpful for an SLT colleague to take over sponsorship of the vulnerable groups TCG.

Decision

Andy White to take over sponsorship of the vulnerable groups TCG.

Issue

James Dipple-Johnstone presented a report which reflected on the effectiveness of the current approach towards regulatory priorities, as this approach had now been in place for six months. He also noted that the Regulatory Action Policy was due for annual review.

SLT discussed options to further develop the regulatory priorities work. SLT also discussed whether the regulatory priorities should prioritised/banded, to assist with prioritisation and resourcing. Tim Bowden reported that he was developing a prioritisation approach for communications activities which would benefit from close links to the regulatory priority activities. Andy White explained that approaches to prioritisation were also being explored by Regulatory Supervision Service in relation to stakeholder relationship management activities, investigations and triaging work in relation to service alignment.

Decision

SLT agreed that the recommended areas to explore set out in the report appeared to be appropriate.

Actions

Andy White to consider potential approaches to prioritising / banding the regulatory priorities. *Due date: 28/10/19*

5. Hub and spoke model - update

Issue

Andy White presented a report updating on the intelligence "hub and spoke" model. SLT discussed the role of intelligence champions and particularly whether Private Office and SLT needed their own additional intelligence champions.

Decision

SLT supported the implementation and roll out of the hub and spoke model, noting the time implications for intelligence champions.

SLT agreed that SLT and Private Office should each have intelligence champions, in addition to other departmental intelligence champions.

6. Management accounts

Issue

SLT discussed the management accounts, noting the continued trend of fee income being lower than forecast. Mike Fitzgerald reported that there had been an excellent session prior to this meeting where SLT members had explored options to increase data protection fee income.

7. Quarterly resourcing decisions

Issue

Andrew Hubert explained that a report would be presented to the Management Board planning day setting out the capability and capacity plan for the organisation. This report would also be shared with SLT.

Actions

Andrew Hubert to share the report on capability and capacity planning with SLT. *Due date: 1/10/19*

8. Service alignment update

Issue

SLT discussed the current progress of the service alignment work. Mike Fitzgerald highlighted that some additional costs had been identified and would discuss these with Andrew Hubert following the meeting.

Actions

Mike Fitzgerald and Andrew Hubert to discuss additional costs in relation to service alignment. *Due date: 23/9/19*

9. SLT work programme

SLT noted the work programme.

10. Any other business

Issue

James Dipple-Johnstone reported that the ICO had received confirmation that EU meetings attended by the ICO were defined as technical expert meetings. Therefore, the ICO should continue to attend these meetings as usual until the UK had withdrawn from the EU.

Issue

SLT discussed the future arrangements for chairing SLT meetings.

Decision

In future, SLT will be chaired by Directors, with a chairing rota. While serving as chair, that Director will be responsible for attending ET meetings to report on issues discussed by SLT and for filming the regular video for staff.

Actions

Chris Braithwaite to develop a rota for chairing SLT. *Due date: 23/9/19*

Attendance

Members

Jonathan Bamford	Director of Regulatory Strategy (Domestic)
Gill Bull	Director of FOI Complaints and Compliance
Louise Byers	Director of Corporate Affairs and Governance
James Dipple-Johnstone	Deputy Commissioner (Regulatory Supervision)
Steve Eckersley	Director of Investigations and Intelligence
Mike Fitzgerald	Director of Digital, IT and Customer Services
Andrew Hubert	Director of Resources
Ian Hulme	Director of Regulatory Assurance
James Moss (Chair)	Director of Legal Services (Regulatory Enforcement)

Andy White	Director of High Priority Investigations and Intelligence

Attendees

Tim Bowden	Acting Head of Corporate Communications

Secretariat

Chris Braithwaite	Senior Corporate Governance Manager